

Position Description- Chauffeur (Guard)

BASIC FUNCTION OF POSITION:

Guard/Drivers are responsible for operation and basic maintenance of LGF vehicles such as cars, small trucks, and light buses for Mobile Patrol, personnel transportation, and general logistics. They also perform ordinary Guard services to safeguard U.S. Government property and/or personnel, and occasionally, while under supervision, perform duties assigned to the next higher level in the Guard Force. Employees in these positions shall drive vehicles and perform the simple security assignments within the Guard Force. Guard/Drivers must be available to perform shift work in uniform 24 hours per day, 7 days per week, 365 days per year at any US Government facility or residence in the Kathmandu Valley, as assigned. Guard/Drivers shall be on call, except when on annual leave.

MAJOR DUTIES AND RESPONSIBILITIES:

Guard/Drivers shall safely and efficiently operate LGF vehicles as directed by Guard Supervisor or Senior Guard, adhering to all local traffic laws/regulations, and in accordance with the Guard Orders. Guard/Drivers will log vehicle mileage and maintenance. (60% of time)

Guard/Drivers shall perform duties as assigned to Guards when not driving. (25% of time)

At facilities and certain residences, Guard/Drivers watch assigned area against trespass. They prevent unauthorized entries and refer doubtful cases to a supervisor, the guard watch office, or to the occupant of the house whom the unauthorized person desires to see.

Guard/Drivers reports fire, theft, or intruders to the security watch office using a vehicle or hand-held radio, alarm, or telephone. They advise the security watch office if unauthorized attempts are made to remove Government or personal property. They carry a DS approved baton and/or pepper spray, and are prepared to defend themselves and others against attackers using DS approved techniques, after receiving appropriate training. Must be able and willing to perform all the duties of the next lower grades within the Guard Force, (Guard), and performs other duties as assigned.

Guard/Drivers maintain the vehicles in a neat, clean, and serviceable condition. (15% of time)